

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 5-1

LI 5-1  
PUBLICATIONS  
1 September 1967

SUBJECT : Intraoffice Issuances

REFERENCE : [REDACTED]

RESCISSION: ~~LI 5-1 dated 19 November 1962~~

1. GENERAL

This instruction prescribes the system of intraoffice issuances which apply internally to the Office of Logistics, its staffs and divisions, within the confines of the policy stated in [REDACTED]. The system consists of:

- a. Office of Logistics Instructions (LI's).
- b. Office of Logistics Notices (LN's).
- c. Staff or Division Instructions, Notices, and Memoranda, hereinafter referred to as Instructions.

2. APPLICATION

- a. LI's prescribe internal Office of Logistics policy; establish organization, mission, and functions; delegate authority; assign responsibilities; and provide instructions or procedures applicable to two or more elements of the Office of Logistics. They are effective until rescinded.
- b. LN's disseminate transitory announcements or information of interest to two or more elements of the Office of Logistics. They are not to be used to convey permanent directives, and shall bear an appropriate expiration date.

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- c. Staff or Division Instructions provide procedures, instructions and announcements written exclusively for the guidance and direction of personnel and activities under the direct supervision of the issuing staff or division chief.
- d. LI's and LN's shall be consistent with and make reference to applicable Agency regulations, notices, or handbooks. Staff and Division Instructions shall be consistent with and make reference to applicable LI's and LN's, as well as Agency regulatory publications. Intraoffice issuances shall not repeat, duplicate, or modify Agency regulatory publications, and shall be designed to provide implementing guidance to the operating level.
- e. Although Staff and Division Instructions are specifically limited in applicability to the jurisdiction of the issuing staff or division chief, it may be appropriate in certain instances to distribute courtesy copies to interested personnel outside the Office of Logistics. Coordination with the Chief, Planning Staff, is required prior to such distribution.

3. COORDINATION

The staff or division originating an intraoffice issuance shall coordinate a draft with other staffs or divisions having related or interdependent responsibilities and functions, or whose activities or personnel are substantially affected thereby. In addition, Staff and Division Instructions shall be coordinated by the originator with the Chief, Planning Staff, in any instance where courtesy distribution outside the Office of Logistics is proposed.

4. RESPONSIBILITIES

- a. Chiefs of staffs and divisions are responsible for:
  - (1) The initiation and coordination of LI's, LN's, and Staff and Division Instructions necessary to their operations, and for the revision of such issuances whenever appropriate.

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- (2) An annual review of these existing intraoffice issuances originated by their respective staffs and divisions, and the submission of a list of those currently in effect to the Executive Officer, OL, not later than 1 January each year.
- b. The Executive Officer is responsible for the final review, numbering, reproduction, and distribution of LI's and LN's.
- c. <sup>PV PS</sup> The Chief, Planning Staff, is responsible for ensuring that Staff and Division Instructions, submitted for his coordination in accordance with paragraph 2e above, are consistent with existing LI's, LN's, and Agency regulatory publications, and are appropriate for issuance and distribution under the provisions of this LI.

5. FORMAT AND NUMBERING

All intraoffice issuances shall follow the same general format and numbering system as Agency regulatory issuances.

6. DISTRIBUTION AND FILING

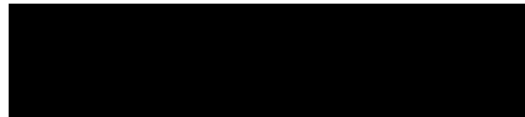
- a. Distribution of LI's and LN's shall be made in accordance with requirements placed through the Executive Officer with the Office of Logistics Distribution Officer. Such requirements shall be designed to reach all interested personnel and preclude the necessity of further duplication. Proposed distribution outside the Office of Logistics shall be indicated by the originator when presenting a proposed LI or LN to the Executive Officer for publication.
- b. Distribution of Staff and Division Instructions shall be designed to reach all interested personnel of the originating staff or division. One copy of each issuance shall be forwarded to the Executive Officer. When courtesy distribution outside of the Office of Logistics is determined appropriate, the originating staff or division will route courtesy copies "for information" or with other appropriate notation so that external recipients will be fully aware that any instructions in the issuance are exclusively for the guidance of personnel and activities under direct supervision of the issuing official (see paragraph 3 above).

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- c. Intraoffice issuances may be filed with Agency regulatory publications or in separate manuals, as best suits the needs of the user. Manuals containing such issuances should be maintained at locations convenient for reference.



GEORGE E. MELOON  
Director of Logistics

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